

जलस्वराज्य-२ कार्यक्रम
राज्य स्तरावरील सुधारणा सहाय्य व प्रकल्प
व्यवस्थापन कक्षासाठी पदनिर्मिती ..

महाराष्ट्र शासन

पाणी पुरवठा व स्वच्छता विभाग

शासन निर्णय क्रमांक: जस्वप्र-०११४/प्र.क्र. ०५/पापु-११
७ वा मजला, गोकुळदास तेजपाल रुग्णालय संकुल इमारत,
नविन मंत्रालय, लोकमान्य टिळक मार्ग, मुंबई ४००००९.
तारीख: ०६ फेब्रुवारी, २०१४

वाचा

- १) शासन निर्णय क्रमांक: शा. नि. आढावा - १००१/प्र.क्र..६२८/पापु-०१, दि. ०४/०९/२००२
- २) शासन निर्णय क्रमांक: शा. नि.जस्वप्र-२०११/प्र.क्र.११८/पापु-११, दि. ०१/०२/२०१२
- ३) शासन निर्णय क्रमांक: शा. नि. क्र. जस्वप्र-०६१२/प्र.क्र.७०/पापु-११, दि. १७/०४/२०१३
- ४) शासन निर्णय क्रमांक: शा. नि. क्र. जस्वप्र-१२१३/प्र.क्र.२००/पापु-११, दि. ०४/०१/२०१४

प्रस्तावना

जागतिक बँकेच्या सहाय्याने राज्यातील ग्रामीण भागात मागणी आधारित व लोकसहभाग तत्वावर जलस्वराज्य-२ कार्यक्रम राबविण्याचे निश्चित झाले आहे. या कार्यक्रमाचा कालावधी कार्यक्रम सुरु झाल्यापासून सहा वर्षाचा राहणार आहे. या कार्यक्रमाचे नियोजन पाणी पुरवठा व स्वच्छता विभागांतर्गत सुधारणा सहाय्य प्रकल्प व्यवस्थापन कक्षाने केले असून कार्यक्रम अंमलबजावणीबाबतचे संनियंत्रण या कक्षामार्फत केले जाणार आहे. संदर्भीय शासन निर्णय क्र. १ अन्वये सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षासाठी १२ (बारा) स्थायी पदे मंजूर आहेत (परिशिष्ट-१) या शिवाय, संदर्भीय शासन निर्णय क्र. २ अन्वये सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षासाठी (कार्यासन पापु-११) ३ (तीन) स्थायी पदे शक्ती प्रदान समितीच्या मंजूरीने कार्यरत आहेत (परिशिष्ट - २).

जलस्वराज्य-२ कार्यक्रमाच्या पूर्व तयारीसाठी शक्ती प्रदान समितीच्या मान्यतेने संदर्भीय शासन निर्णय क्र. ३ अन्वये सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षामध्ये तयारी गटासाठी अतिरिक्त १७ अस्थायी पदे निर्माण करण्यात आली होती. दिनांक २० नोव्हेंबर, २०१३ रोजीच्या मंत्रीमंडळ बैठकीमध्ये जलस्वराज्य-२ कार्यक्रमाच्या अंमलबजावणीसाठी मान्यता देण्यात आली आहे. जलस्वराज्य-२

कार्यक्रमाचे विविध घटक राबविताना माहिती, शिक्षण व संवाद, जन-जागृती, क्षमता बांधणी यासारख्या मृदू घटक (सॉफ्टवेअर) विषयक उपक्रमांसाठी सक्रिय लोकसहभागाची गरज असून प्रत्येक टप्प्यावर लाभार्थ्यांचा परिणामकारक सहभाग राहील याचे सुनिश्चितीकरण करण्यासाठी विविध क्षेत्रातील तज्जांची आवश्यकता आहे. कार्यक्रम अंमलबजावणी व उद्दिष्टपूर्तीसाठी तसेच क्षेत्र बळकटीकरणासाठी समर्पित मनुष्यबळाची गरज आहे. यासाठी राज्य स्तर, विभागीय स्तर, जिल्हा स्तर व जिल्हा परिषदेंतर्गत ग्रामीण पाणी पुरवठा उपविभाग स्तरावर काही पदे केवळ कार्यक्रम कालावधीपुरती निर्माण करावयाची आहेत. कंत्राटी पदांसाठीची शैक्षणिक अर्हता व अनुभव लक्षात घेऊन मानधन, पदांचा कालावधी, पद भरती प्रक्रिया व इतर आस्थापना विषयक बाबीविषयी निर्णय घेण्याचे सर्व अधिकार प्रधान सचिव, पाणी पुरवठा व स्वच्छता विभाग यांना प्रदान करण्याचा निर्णय मंत्रीमंडळाने घेतला आहे. त्यानुसार शासन निर्णय निर्गमित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय

वरील बाबींचा विचार करून राज्य स्तरावरील सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षासाठीच्या पदनिर्मिती विषयी मंत्रीमंडळाने खालील प्रमाणे निर्णय घेतला आहे.

१) जलस्वराज्य-२ कार्यक्रमाच्या संनियंत्रणासाठी राज्यस्तरावरील सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षामध्ये (का:पापु-११) विद्यमान १५ (१२+३) पदांव्यतिरिक्त (परिशिष्ट-१ व परिशिष्ट-२) कार्यक्रम कालावधीपुरती अतिरिक्त ३६ तात्पुरती पदे (परिशिष्ट-३) निर्माण करण्यास शासन मान्यता देत आहे. अशा प्रकारे राज्यस्तरावरील सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षामध्ये एकूण ५१ पदे (१५+३६) कार्यक्रम कालावधीपुरती कार्यरत राहतील व कार्यक्रम कालावधीनंतर यापैकी (परिशिष्ट-३) मध्ये नमूद ३६ पदे व्यपगत होतील. मंत्रालयीन आस्थापनेवरील ३ पदे ही कार्यक्रम कालावधीमध्ये विभागाच्या (खुद्द) स्थायी आस्थापनेवर वर्ग न झाल्यास कार्यक्रम कालावधीनंतर कार्यक्रम आस्थापनेवरून व्यपगत होतील. सदर ३६ पदे प्रतिनियुक्तीने अथवा कंत्राटी पद्धतीने विहित कार्यपद्धती अनुसरून

भरण्यात येतील. या पदांचे पदनाम, वेतन व भत्ते / मानधन इत्यादि तपशिल परिशिष्ट-३ मध्ये नमूद केला आहे.

२) प्रतिनियुक्तीने /कंत्राटी पध्दतीने पदे भरताना वर्तमानपत्रामध्ये जाहिरात देऊन अर्ज मागविण्यात येतील. प्रतिनियुक्तीने पदे भरताना जास्त प्रतिसाद मिळण्यासाठी जाहिरातीद्वारे मागविलेल्या अर्जा व्यतिरिक्त संबंधित यंत्रणा/ प्राधिकरणाकडून इच्छुक उमेदवारांची नावे मागविण्यात येतील. आवश्यकतेनुसार प्रतिनियुक्तीवर अधिकारी/ कर्मचारी उपलब्ध न झाल्यास कंत्राटी पध्दतीने तसेच कंत्राटी पध्दतीने भरावयाचे मनुष्यबळ उपलब्ध न झाल्यास प्रतिनियुक्तीने पदे भरण्यासाठी प्रधान सचिव, पाणी पुरवठा व स्वच्छता विभाग यांना प्राधिकृत करण्यात येत आहे.

३) प्रतिनियुक्तीने पदभरती

परिशिष्ट-३ मधील अ.क्र. ०१ ते १२ या प्रतिनियुक्तीने भरावयाच्या पदांसाठी अर्हता प्राप्त उमेदवारांची मुलाखत घेऊन त्यामध्ये मिळालेल्या गुणांच्या आधारे गुणानुक्रमानुसार निवड करण्यात येईल.

४) कंत्राटी पध्दतीने पदभरती

परिशिष्ट-३ मधील अ.क्र. १३ ते २४ वरील पदे कंत्राटी पध्दतीने भरताना अर्हता प्राप्त उमेदवारांपैकी गुणानुक्रमानुसार १:१० प्रमाणात गट चर्चेसाठी (Group Discussion) उमेदवार निवडण्यात येतील. गट चर्चेमधुन १:५ या प्रमाणात गुणानुक्रमानुसार उमेदवार निवडून त्यांच्या मुलाखती घेण्यात येतील. गट चर्चा आणि मुलाखतीमध्ये मिळालेल्या गुणांच्या आधारे गुणानुक्रमानुसार उमेदवारांची निवड करण्यात येईल. निम्न व्यावसायी (डेटा एन्ट्री ऑपरेटर) ही पदे भरताना कौशल्य चाचणी आणि मुलाखती घेण्यात येतील. कौशल्य चाचणी आणि मुलाखतीमध्ये मिळालेल्या गुणांच्या आधारे गुणानुक्रमानुसार निवड करण्यात येईल. कंत्राटी पदांसाठीची किमान अर्हता (शैक्षणिक व अनुभव) सोबत परिशिष्ट - ४ मध्ये जोडले आहे. कंत्राटी पध्दतीने नियुक्ती करताना वयाची कमाल मर्यादा ५० वर्षे

राहील. मात्र सेवानिवृत्त सरकारी/ निम सरकारी अधिकारी/ कर्मचाऱ्यांची कंत्राटी पदावर नियुक्ती करताना वयाची कमाल मर्यादा ६५ वर्षे राहील.

५) निवड समितीची रचना

सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षासाठी मंजूर परिशिष्ट-३ मधील निम्न व्यावसायी (डेटा एन्ट्री ऑपरेटर) वगळता सर्व पदांच्या पदभरतीसाठी निवड समिती खालील प्रमाणे गठित करण्यात येत आहे.

अ)	प्रधान सचिव, पाणी पुरवठा व स्वच्छता विभाग	अध्यक्ष
ब)	सदस्य सचिव, महाराष्ट्र जीवन प्राधिकरण	सदस्य
क)	संचालक, भूजल सर्वेक्षण आणि विकास यंत्रणा	सदस्य
ड)	उप सचिव तथा प्रकल्प संचालक, पापुवस्ववि	सदस्य
इ)	प्रकल्प व्यवस्थापक, सुसप्रव्यक्ष	सदस्य
ई)	अवर सचिव, पापु-११, पापुवस्ववि	सदस्य सचिव

निम्न व्यावसायी (डेटा एन्ट्री ऑपरेटर) या पदासाठीच्या पदभरतीसाठीची निवड समिती खालील प्रमाणे गठित करण्यात येत आहे.

अ)	प्रकल्प व्यवस्थापक, सुसप्रव्यक्ष	अध्यक्ष
ब)	संचालक, पाणी व स्वच्छता सहाय्य संस्था	सदस्य
क)	क्षमता बांधणी तज्ज्ञ, सुसप्रव्य कक्ष	सदस्य
ड)	अवर सचिव, पापु-११, पापुवस्ववि	सदस्य सचिव

६) कंत्राटी पदांचे मानधन व करारनामा

कंत्राटी पद्धतीने भरावयाच्या पदांसाठी ठोक मानधन अनुज्ञेय राहील. संबंधितांसमवेत करारनामा करून ११ महिन्यांसाठी कंत्राटी पद्धतीने नियुक्ती करण्यात येईल. कंत्राटी पद्धतीने नियुक्ती/ मुदतवाढ देताना सोबत जोडलेल्या परिशिष्ट-५ मधील नमून्यानुसार मुद्रांकपत्रावर बंधपत्रकरण्यात येईल.

७) कंत्राटी पदांचे कार्यमूल्यमापन

कंत्राटी तज्ज/ कर्मचाऱ्यांसोबतचा करार संपूष्टात येण्यापूर्वी किमान दोन महिने आधी त्यांचे कार्यमूल्यमापन आढावा प्रक्रिया सुरु करून ही प्रक्रिया करार संपूष्टात येण्यापूर्वी पूर्ण करण्यात येईल. कंत्राटी पध्दतीने नियुक्त केलेल्या कर्मचाऱ्यांचे कार्यमूल्यमापन करून काम समाधानकारक आढळल्यास त्यांना एक दिवसाचा तांत्रिक खंड देऊन मुदतवाढ देण्यात येईल. मुदतवाढ दिलेल्या कर्मचाऱ्यांना ८% वार्षिक मानधनवाढ अनुज्ञेय राहील.

८) कर्तव्ये व जबाबदारी

या शासन निर्णयाद्वारे निर्माण करण्यात येत असलेल्या विविध पदांची कर्तव्ये व जबाबदार्या सोबत जोडलेल्या परिशिष्ट-६ प्रमाणे राहतील.

९) अनुज्ञेय रजा

कंत्राटी पदांवरील नियुक्त तज्ज/ कर्मचारी यांना प्रतिवर्षी (कॅलेंडर वर्षानुसार) १० (दहा) दिवस नैमित्तीक रजा आणि १५ (पंधरा) दिवस वैद्यकीय रजा अनुज्ञेय राहतील. कॅलेंडर वर्षामधील सेवा अवधीच्या प्रमाणात रजा अनुज्ञेय राहतील.

१०) प्रवास व दैनिक भत्ता

कंत्राटी तज्ज/ कर्मचाऱ्यांनी शासकीय कामासाठी प्रत्यक्ष केलेल्या प्रवासासाठी खालील प्रमाणे प्रवास व दैनिक भत्ता अनुज्ञेय राहील.

अ.क्र	ठोक मानधन	अनुज्ञेय दर
१	रु. ५०,०००/- पेक्षा जास्त	रु. ५४००/- व त्याहून अधिक मात्र रु. ६६००/- पेक्षा कमी ग्रेड वेतन घेणाऱ्या गट 'अ' मधील शासकीय अधिकाऱ्यांना अनुज्ञेय असलेल्या दराने
२	रु. ३०,०००/- ते ४९,९९९/-	रु. ४४००/- व त्याहून अधिक मात्र रु. ५४००/- पेक्षा कमी ग्रेड वेतन घेणाऱ्या गट 'ब' मधील शासकीय अधिकाऱ्यांना अनुज्ञेय असलेल्या दराने
३	रु. १२,०००/- ते २९,९९९/-	रु. ४२००/- पेक्षा कमी ग्रेड वेतन घेणाऱ्या गट 'क' मधील शासकीय कर्मचाऱ्यांना अनुज्ञेय असलेल्या दराने

११) ओळखपत्र

प्रतिनियुक्तीवर नियुक्त अधिकारी/ कर्मचारी तसेच कंत्राटी तत्वावर नियुक्त तज्ज/ कर्मचाऱ्यांना अवर सचिव, पापु-११ यांच्या स्वाक्षरीने सोबतच्या परिशिष्ट-७ मध्ये दिलेल्या नमुन्यानुसार ओळखपत्र देण्यात येईल.

१२) राजीनामा

कंत्राटी पदांवरील नियुक्त तज्ज/ कर्मचारी यांना करारनाम्याच्या कालावधीमध्ये राजीनामा द्यावयाचा असेल तर त्यासाठी दोन महिने आधी लेखी पूर्व सूचना द्यावी लागेल. राजीनामा देण्यासाठी दोन महिने आधी लेखी पूर्व सूचना न दिल्यास दोन महिन्याचे मानधन भरणा करावे लागेल. पूर्व सुचनेचा कालावधी दोन महिन्यापेक्षा कमी असल्यास कमी कालावधीच्या प्रमाणामध्ये मानधन भरणा करणे बंधनकारक राहील.

१३) वेतन/ मानधन अदायगी

सदर पदांचे वेतन व भत्यांसाठी मागणी क्र. वाय-२, २२१५ पाणी पुरवठा व स्वच्छता - (०६) (१६) कार्यक्रम नियोजन व संनियंत्रण कक्ष (जलस्वराज्य कार्यक्रम) (२२१५ ९३०७) ३१-सहाय्यक अनुदान या लेखाशिर्षाखाली अनुदान हे अधिदान व लेखा कोषागारातून आहरित करण्यात येईल. आहरित केलेले अनुदान भारतीय रिझर्व बँक, मुंबई येथे उप सचिव तथा प्रकल्प संचालक, सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्ष (आरएसपीएमयु) यांच्या नावे जलस्वराज्य-२ कार्यक्रमासाठी उघडण्यात आलेल्या स्वीय प्रपंजी खाते क्रमांक ६१८४३५००१० मध्ये जमा करण्यात येईल व त्यामधून अनुदान आहरित करून आहरण व संवितरण अधिकारी यांचे नावे उघडण्यात आलेल्या बँक खात्यामध्ये संवितरित करून त्यामधून वेतन व भत्ते अदा करण्यात येतील.

१४) या शासन निर्णयाद्वारे निर्माण करण्यात आलेली पदे उप सचिव तथा प्रकल्प संचालक, पापुवस्ववि तसेच प्रकल्प व्यवस्थापक, सुसप्रव्यक्षक यांच्या पर्यवेक्षकीय आणि प्रशासकीय नियंत्रणाखाली कार्यरत राहतील.

१५) कंत्राटी पृष्ठतीने नियुक्त केलेल्या सर्व नेमणुका करार संपल्यानंतर संपूष्टात येतील. कंत्राटी तत्वावर नेमलेल्या तज्ज/ कर्मचारी यांना या कंत्राटी सेवेच्या आधारे शासनाच्या नियमित सेवेत सामावून घेतले जाणार नाही.

हा शासन निर्णय नियोजन विभागाच्या अनौपचारिक संदर्भ क्र.१६/१४१४, दि. १० मे, २०१३ तसेच वित्त विभागाच्या अनौपचारिक संदर्भ क्र. ४८२/ व्यय-३, दि. ३० ऑगस्ट, २०१३ नुसार निर्गमित करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१४०२०४१७२५१४८०२८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(शैला ए.)

उपसचिव व संचालक,आरएसपीएमयु

प्रत,

१. मा. राज्यपाल यांचे सचिव, राजभवन, मुंबई-२६
२. मा. मुख्यमंत्री, म.रा. यांचे अपर मुख्य सचिव, मंत्रालय, मुंबई-३२
३. मा. उप मुख्यमंत्री, म.रा. यांचे सचिव, मंत्रालय, मुंबई-३२
४. मा.मंत्री (पाणी पुरवठा व स्वच्छता), म.रा.यांचे खाजगी सचिव, मंत्रालय, मुंबई-३२
५. मा.मंत्री (सर्व), म.रा. यांचे खाजगी सचिव, मंत्रालय, मुंबई-३२
६. मा.राज्यमंत्री (पाणी पुरवठा व स्वच्छता), म.रा. यांचे खाजगी सचिव, मंत्रालय, मुंबई-३२
७. मा.राज्यमंत्री (सर्व), म.रा. यांचे खाजगी सचिव, मंत्रालय, मुंबई-३२
८. मा. विधानसभा/विधान परिषद सदस्य, विधान भवन, मुंबई-३२

९. अपर मुख्य सचिव, नियोजन विभाग, महाराष्ट्र शासन, तथा सदस्य, शक्ती प्रदान समिती
१०.अपर मुख्य सचिव (वित्त), वित्त विभाग, महाराष्ट्र शासन तथा अध्यक्ष शक्ती प्रदान समिती
११.प्रधान सचिव, ग्रामविकास व पंचायतराज विभाग, महाराष्ट्र शासन तथा सदस्य, शक्ती प्रदान समिती
१२.प्रधान सचिव, पाणी पुरवठा व स्वच्छता विभाग, महाराष्ट्र शासन, मुंबई
१३.प्रधान सचिव (व्यय), वित्त विभाग, महाराष्ट्र शासन तथा विशेष निमंत्रित, शक्ती प्रदान समिती
१४.प्रधान सचिव, आदिवासी विकास विभाग, महाराष्ट्र शासन तथा सदस्य शक्ती प्रदान समिती
१५.प्रधान सचिव, सार्वजनिक आरोग्य विभाग, महाराष्ट्र शासन, मंत्रालय, मुंबई-३२
१६.प्रधान सचिव (बांधकाम), सार्वजनिक बांधकाम विभाग, महाराष्ट्र शासन तथा सदस्य शक्ती प्रदान समिती
१७.विभागीय आयुक्त (सर्व)
१८. सदस्य सचिव, महाराष्ट्र जीवन प्राधिकरण, मुंबई
१९.संचालक, भूजल सर्वेक्षण आणि विकास यंत्रणा, पुणे
२०.महालेखापाल, महाराष्ट्र -१, मुंबई (लेखा परिक्षा/लेखा व अनुज्ञेयता)
२१.महालेखापाल, महाराष्ट्र-२, नागपूर (लेखा परिक्षा/लेखा व अनुज्ञेयता)
२२.जिल्हाधिकारी (सर्व)
२३.मुख्य कार्यकारी अधिकारी, जिल्हा परिषदा (सर्व)
२४.मुख्य अभियंता, महाराष्ट्र जीवन प्राधिकरण (सर्व)
२५.उप संचालक (आरोग्य सेवा), राज्य सार्वजनिक आरोग्य प्रयोगशाळा, पुणे
२६.संचालक, पाणी व स्वच्छता सहाय्य संस्था, नवी मुंबई
२७.अतिरिक्त संचालक, पाणी व स्वच्छता सहाय्य संस्था, नवी मुंबई
२८. मुख्य लेखा परिक्षक, स्थानिक निधी लेखा, नवी मुंबई
२९.उपमुख्य लेखा परिक्षक, स्थानिक निधी लेखा, (सर्व)
३०.जिल्हा कोषागार अधिकारी (सर्व)
३१.अधिक्षक अभियंता, महाराष्ट्र जीवन प्राधिकरण (सर्व)
३२.मुख्य लेखा व वित्त अधिकारी, जिल्हा परिषदा (सर्व)
३३.प्रादेशिक उप संचालक, भूजल सर्वेक्षण आणि विकास यंत्रणा (सर्व)
३४.कार्यकारी अभियंता, महाराष्ट्र जीवन प्राधिकरण (सर्व)
३५.कार्यकारी अभियंता, ग्रामीण पाणी पुरवठा विभाग, जिल्हा परिषदा (सर्व)
३६.जिल्हा वरिष्ठ भूवैज्ञानिक, भूजल सर्वेक्षण आणि विकास यंत्रणा (सर्व)

- ३७. उपमुख्य कार्यकारी अधिकारी (ग्रामपंचायत/ पाणी व स्वच्छता) जिल्हा परिषदा (सर्व)
- ३८. गटविकास अधिकारी, पंचायत समिती (सर्व)
- ३९. पाणी पुरवठा व स्वच्छता विभागातील सर्व पर्यवेक्षीय अधिकारी व कार्यासने
- ४०. मंत्रालयातील सर्व विभाग
- ४१. निवड नस्ती, पा.पु.-११

(શાસન નિર્ણય ક્ર. જસ્વપ્ર-૦૧૧૪/પ્ર.ક્ર. ૦૫/પાપુ-૧૧, દિનાંક ૦૬/૦૨/૨૦૧૪ ચે જોડપત્ર)

પરિશીષ્ટ - ૧
મંત્રાલયીન આસ્થાપનેવરીલ પદે

અ.ક્ર	પદનામ	પેબ્દ/ ગ્રેડ વેતન	એકૂણ પદે
૧	સંચાલક તથા ઉપ સચિવ	રૂ. ૧૫૬૦૦-૩૯૧૦૦ ગ્રેડ વેતન ૭૬૦૦/-	૧
૨	પ્રકળ્પ વ્યવસ્થાપક	રૂ. ૧૫૬૦૦-૩૯૧૦૦ ગ્રેડ વેતન ૬૬૦૦/-	૧
૩	ક્ષમતા બાંધણી તજ	રૂ. ૧૫૬૦૦-૩૯૧૦૦ ગ્રેડ વેતન ૭૬૦૦/-	૧
૪	તાંત્રિક અધિકારી	રૂ. ૧૫૬૦૦-૩૯૧૦૦ ગ્રેડ વેતન ૫૪૦૦/-	૧
૫	લઘુલેખક	રૂ. ૯૩૦૦-૩૪૮૦૦ ગ્રેડ વેતન ૪૩૦૦/-	૧
૬	ઉપ લેખાપાલ	રૂ. ૯૩૦૦-૩૪૮૦૦ ગ્રેડ વેતન ૪૨૦૦/-	૧
૭	લિપિક-ટંકલેખક	રૂ. ૫૨૦૦-૨૦૨૦૦ ગ્રેડ વેતન ૧૯૦૦/-	૨
૮	વાહન ચાલક નિ સર્વસાધારણ સહાય્યક	રૂ. ૫૨૦૦-૨૦૨૦૦ ગ્રેડ વેતન ૧૯૦૦/-	૨
૯	શિપાઈ	રૂ. ૪૪૪૦-૭૪૪૦ ગ્રેડ વેતન ૧૩૦૦/-	૨

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६/०२/२०१४ चे जोडपत्र)

परिशिष्ट -२
मंत्रालयीन आस्थापनेवरील तात्पुरती पदे

अ.क्र	पदनाम	पेबँड/ ग्रेड वेतन	एकूण पदे
१	अवर सचिव (आस्थापना)	रु. १५६००-३९९०० ग्रेड वेतन ६६००/-	१
२	सहाय्यक	रु. ९३००-३४८०० ग्रेड वेतन ४३००/-	१
३	लिपिक (रोख शाखा)	रु. ९३००-३४८०० ग्रेड वेतन २४००/-	१

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६/०२/२०१४ चे जोडपत्र)

परिशिष्ट -३

जलस्वराज्य-२ कार्यक्रमाच्या अंमलबजावणीसाठी सुसप्रव्यक्षामध्ये कार्यक्रम कालावधीसाठी निर्माण करण्यात आलेली तात्पुरती पदे

अ.क्र	पदनाम	पेबँड/ ग्रेड वेतन/ एकत्रित मानधन	एकूण पदे	नियुक्तीची पाथदत (प्रतिनियुक्ती/ कंत्राटी)
१.	वित्त नियंत्रक	रु. १५६००-३९१००ग्रेड वेतन ७६००/-	१	प्रतिनियुक्ती
२.	कार्यकारी अभियंता	रु. १५६००-३९१००ग्रेड वेतन ६६००/-	१	प्रतिनियुक्ती
३.	जल भू-वैज्ञानिक	रु. १५६००-३९१००ग्रेड वेतन ५५००	१	प्रतिनियुक्ती
४.	उप अभियंता	रु. १५६००-३९१००ग्रेड वेतन ५४००/-	१	प्रतिनियुक्ती
५.	वरिष्ठ लेखा अधिकारी	रु. १५६००-३९१००ग्रेड वेतन ५४००	१	प्रतिनियुक्ती
६.	संनियंत्रण व मूल्यमापन तज	प्रतिनियुक्तीसाठी रु.१५६००- ३९१००ग्रेड वेतन ६६००/- किंवा कंत्राटीसाठीरु.५००००/-	१	प्रतिनियुक्ती/ कंत्राटी
७.	कक्ष अधिकारी	रु. १५६००-३९१००ग्रेड वेतन ५४००	१	-----
८.	सहाय्यक लेखा अधिकारी	रु. ९३००-३४८००ग्रेड वेतन ४४००/-	२	प्रतिनियुक्ती
९.	सहाय्यक संनियंत्रण व मूल्यमापन तज	प्रतिनियुक्तीसाठी रु.९३००- ३४८००ग्रेड वेतन ४४०० किंवा कंत्राटीसाठी रु.३००००/-	२	प्रतिनियुक्ती / कंत्राटी
१०.	कनिष्ठ/ शाखा अभियंता	रु. ९३००-३४८००ग्रेड वेतन ४४००	२	प्रतिनियुक्ती
११.	लघुलेखक	रु. ९३००-३४८००ग्रेड वेतन ४३००/-	१	प्रतिनियुक्ती

अ.क्र	पदनाम	पेबँड/ ग्रेड वेतन/ एकत्रित मानधन	एकूण पदे	नियुक्तीची पद्धत (प्रतिनियुक्ती/ कंत्राटी)
१२.	शिपाई	रु. ४४४०-७४४० ग्रेड वेतन १३००/-	१	प्रतिनियुक्ती
१३.	संपादणूक तज	रु. ५००००/-	१	कंत्राटी
१४.	वित्तीय तज	रु. ५००००/-	१	कंत्राटी
१५.	पर्यावरण व्यवस्थापन तज	रु. ५००००/-	१	कंत्राटी
१६.	ज्ञान व्यवस्थापन तज	रु. ५००००/-	१	कंत्राटी
१७.	समाज व्यवस्थापन तज	रु. ५००००/-	१	कंत्राटी
१८.	व्यवस्थापन माहिती प्रणाली तज	रु. ५००००/-	१	कंत्राटी
१९.	माहिती तंत्रज्ञान तज	रु. ५००००/-	१	कंत्राटी
२०.	लेखा सहाय्यक	रु. ३००००/-	१	कंत्राटी
२१.	सहाय्यक व्यवस्थापन माहिती प्रणाली तज	रु. ३००००/-	१	कंत्राटी
२२.	सहाय्यक माहिती, शिक्षण व संवाद तज	रु. ३००००/-	१	कंत्राटी
२३.	सहाय्यक क्षमता व बांधणी तज	रु. ३००००/-	१	कंत्राटी
२४.	निम्न व्यावसायी (डेटा एन्ट्री ऑपरेटर)	रु. १२०००/-	१०	कंत्राटी

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६/०२/२०१४ चे जोडपत्र)

परिशिष्ट -४

जलस्वराज्य-२ कार्यक्रमाच्या अंमलबजावणीकरीता सुसंप्रव्य कक्षासाठी निर्माण करण्यात आलेल्या पदांसाठीची अर्हता

Sr. No.	Name of Post	Minimum Required Educational Qualification	Minimum Required Experience
1.	Procurement Specialist	M.B.A. (Fin.) or M.B.A. (Supply Chain Mngmt.) or M.M.M. or an equivalent qualification from a recognized university.	Five years
2.	Finance Specialist	Chartered Accountant or Cost and Works Accountants or M.Com. or M.B.A./ M.M.S.(Fin.) or M.F.M. degree or a post graduate degree in Public Finance or an equivalent qualification from a recognized university.	Five years
3.	Environmental Management Specialist	M.Tech./ M.E. (Env. Engg./ Public Health Engg.) or B.Tech./ B.E. (Civil/ Env. Engg.) or M.Sc. (Env. Sc.) or an equivalent qualification from a recognized university.	Five years
4.	Knowledge Management Specialist	B.Tech / B.E. (IT) or M.C.A. or M.C.S. or M.Sc. (Comp. Sci.) or should hold Post Graduate Degree in Journalism & Communications or an equivalent qualification from a recognized university.	Five years
5.	Social Management Specialist	M.A. (Sociology/ Social Sciences/Applied Social Sciences) or M.S.W. or M.Sc. (Anthropology) or M.A. (Rural Dev.) or M.B.A. (Soc. Mngmt) or M.A. (Community Development) or an equivalent degree from a recognised university.	Five years
6.	MIS Specialist	B.Tech / B.E. (IT/ CS) or M.C.A. or M.C.S. or M.C.M or M.Sc. (Stat.) or an equivalent qualification from a recognized university with sound knowledge of computer and IT systems	Five years
7.	IT Specialist	B.Tech / B.E. (IT/ Comp. Sci.) or M.C.A. or M.C.S. or M.Sc. (Comp. Sci.) degree from a recognised university, should be familiar with working on SQL server, working on heterogeneous languages and contemporary databases, open source technologies, modern application development languages and script languages like Java, ASP, Dot Net, HTML, DHTML, PHP etc.	Five years
8.	M & E Specialist	B.Tech / B.E. (IT/ CS) or M.C.A. or M.C.S. or M.C.M or M.Sc. (Stat.) or an equivalent qualification from a recognized university with sound knowledge of computer and IT systems	Five years

Sr. No.	Name of Post	Minimum Required Educational Qualification	Minimum Required Experience
9.	Assistant Accountant	B.Com. or an equivalent qualification from a recognized university and proficiency in Double Entry system of Accounting, Certification in Tally 7.2, MS-CIT, with sound knowledge of computer and IT systems	Five years
10.	Assistant MIS Specialist	Graduate in any stream from a recognized University and should have sound knowledge of Computer Hardware, Software, Computer Networking, Troubleshooting &MS Office	Five years
11.	Assistant IEC Specialist	A Post graduate degree in Mass Communication and Journalism or ICT or Community Development or an equivalent or an equivalent qualification from a recognized university.	Five years
12.	Assistant CBS	M.B.A. (HR) or M.B.A. (Personnel Mngmt.) or M.A. (Psy.) or M.A. (Behavioural Sci.) or an equivalent qualification from a recognized university.	Five years
13.	Para Professionals (Data Entry Operator)	H.S.C. (12th Std) Pass and Marathi Typing Speed 30 w.p.m. and English Typing Speed 40 w.p.m.	One year

टिप:- सक्षम उमेदवारांच्या बाबतीत अनुभवाची अट काही प्रमाणात शिथिल करण्याचे अधिकार प्रधान सचिव, पाणी पुरवठा व स्वच्छता विभाग, महाराष्ट्र शासन यांना राहतील.

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६/०२/२०१४ चे जोडपत्र)

परिशिष्ट -५

सुधारणा सहाय्य व प्रकल्प व्यवस्थापन कक्षाकरिता कंत्राटी तत्वावर नियुक्ती करताना

द्यावयाचा करारनामा

Govt. Of Maharashtra
Water Supply & Sanitation Dept.
Reform Support & Project Management Unit
CIDCO Bhavan, South Wing, 1st Floor
CBD, Belapur, Navi Mumbai
Dated :- / /

To,

Shri / Smt. -----

Sub.:- Contractual assignment as ----- (Name of the post) for Reform Support & Project Management Unit (RSPMU) Jalswarajya-II Programme

- 1 Set out below are the terms and conditions under which **Mr./Ms. -----** ----- is given this contractual assignment. His/her services on contract basis are presently required for Reform support & Project Management Unit, Jalswarajya-II Programme CIDCO Bhavan, CBD, Belapur.
- 2 This Contractual assignment is given for a period of 11 months from the **date** -----
- 3 Any decision taken on the basis of inputs pertaining to specific expertise possessed by the assignee appointed on contract, if results into a financial loss to the government, which if proved to have been caused due to lack of application of mind or dereliction of duty by him/her, the RSPMU shall have right to fix the responsibility upon him/her and recover the loss from him/her.
- 4 This contractual period of 11 months of the assignment may be shortened or terminated any time during this period depending upon the need and progress of the work. In the event of the termination of this assignment before the agreed period, he/she will be paid for the service rendered by him/her for carrying out the assignment till the date of termination of the contract and he/she will hand over his/her charge to the person authorized by Project Manager, RSPMU

Jalswarajya-II Programme along with all the information and documentation possessed or gathered by him/her while rendering the service under this contract.

5 His/her services will be exclusively utilized for RSPMU under overall superintendence, control and guidance of Project Manager, RSPMU, Jalswarajya-II Programme. Project Manager will have control over his/her daily work. He/She will perform his/her duties as per job chart/ roles and responsibilities appended with this and shall be subject to performance appraisal. However, Project Manager, RSPMU may assign him/her any other function, responsibility or task as regards the overall implementation of Water Supply and Sanitation Program in any part of the State.

6 Project Manager, RSPMU, Jalswarajya-II Programme will pay him/her directly a fixed consolidated remuneration of Rs.-----(Rupees) per month during the contract period at the end of every month or part thereof on his/her satisfactory performance of the assignment for that month. The above rate is subject to deduction of any taxes, which are required to be lawfully deducted from his/her remuneration. The above remuneration may, positively, be changed by the Water Supply and Sanitation Deptt, if found necessary and it may be given effect at any point of time during this contract period.

7 No other remuneration, compensation or benefits are admissible to him/her for this contractual assignment.

8 If he/she desires to leave the assignment for any reason before the termination of contractual period, he/she will give **two months** notice or deposit equivalent remuneration in lieu of notice.

9 All materials produced or acquired under the terms of this agreement written, Digital/ Computerised, Software, Graphic, film, and magnetic tape or otherwise, shall remain the property of RSPMU, Jalswarajya-II Programme. Water Supply and Sanitation Department retains the exclusive right to publish or disseminate reports arising from such materials. His/her responsibility and duties in this paragraph shall continue, notwithstanding the termination of this contract for the execution of its other provisions.

10 He/she also agrees that all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be for all the times and for all purposes, regarded as strictly confidential and held in confidence and shall not be directly or

indirectly disclosed to any person whatsoever, except with the prior approval of Water Supply and Sanitation Department, Government of Maharashtra.

11 Clear understanding is given that, this is purely a contractual engagement and it is not a permanent job with Government of Maharashtra.

12 **Mr/Ms. -----** hereby gives an undertaking that he/she will continue to serve the RSPMU, Jalswarajya-II Programme for the said **period**. His/her consolidated pay for a period of one month will be retained by the Project Manager, RSPMU and shall be paid to him/her after the completion of the said period. It will be forfeited if he/she leaves the Project before the completion of said period.

13 **Mr/Ms. -----** will be given an Identity Card duly signed by Under Secretary, WS-11 after his/her contractual assignment and he/she hereby agrees that the said Identity Card shall be returned to the RSPMU, Jalswarajya-II Programme after his /her contractual period comes to an end or upon termination of his /her services whichever happens earlier, failing which legal action shall be initiated against him/her.

14 **Mr/Ms. -----** **hereby** agrees and gives undertaking that, he/ she shall not put along claim whatsoever to regularize her/him in a permanent service.

15 **Mr/Ms. -----** hereby agrees to carry out his/her assignment for RSPMU on above terms and conditions and assures to give his /her services, accordingly for the acceptance of which, he/she has put his/her signature below:

I agree and accept the assignment on above terms and conditions.

Name-

Signature-

Place-

Date-

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६ /०२/२०१४ चे जोडपत्र)
परिशिष्ट -६

कर्तव्ये आणि जबाबदाऱ्या

Sr. No.	Position	Roles and Responsibilities
1	Finance Controller	<ul style="list-style-type: none"> • To monitor, supervise and control the accounts section and to be responsible for all day to day work of accounts section • To provide strategic direction on financial aspects of the programme, including development of financial capability at all levels. • To be responsible for development, implementation and maintenance of financial systems and processes at all levels for programme. • To ensure preparation of annual and quarterly budgets and getting approval from programme authorities. • To ensure timely release of fund to different implementing / executing agencies for implementing programme activities as per Annual Work Plan & Budget. • To formulate financing and accounting systems. • To maintain programme accounting records, finalize the accounts and to ensure regular and periodic consolidation of financial information in the prescribed formats. • To prepare and submit financial progress reports. • To design and implement Internal Control Systems at all levels of the programme implementation. • To ensure capacity building support to programme accounting locations / centers. • To ensure timely submission of utilization certificates by all implementing agencies, compilation of utilization certificates and submission of utilization certificates. • To be responsible for audit of programme accounts. • To ensure timely submission of DLI accomplishment verification report and fund disbursement proposals to the World Bank. • To plan, develop and implement the time bound strategy for accomplishment of PAP relating to finance and procurement. • To conduct periodical review meetings for issues related to financial management. • To assess the performance of the staff related with accounts section.

		<ul style="list-style-type: none"> • To coordinate for developing finance and procurement components in the M&E system for WATSAN sector. • To be responsible for compliance of the relevant Acts, Rules and financial covenants of the programme's legal agreement. • To carry out all other responsibilities entrusted by the Project Director (RSPMU) and Project Manager (RSPMU). • To coordinate with various implementing agencies, WSSD and the World Bank. • To impart training to the field staff, VWSCs, Contractors about procurement procedures, maintenance of vouchers, maintaining of accounts etc. • To assign work plan to all the accounts branch.
2	Executive Engineer	<ul style="list-style-type: none"> • To prepare implementation plans for RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To be responsible for monitoring of major and other physical investment under JS-II programme. • To coordinate with various implementing agencies, WSSD and the World Bank. • To undertake field visits for programme purposes. • To prepare detailed implementation guidelines for technology selection and implementation of various programme components. • To provide necessary assistance and guidance to the district level implementation agencies and SOs in carrying out various activities proposed under RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas and to develop guidelines for the same. • To monitor the performance of Support Organisations. • To ensure that capacity building programmes for the stakeholders related to aquifer water management are developed and implemented effectively and on time. • To assist in developing community based strategies and participatory monitoring of water availability and use. • To compile and submit periodic physical and financial progress reports of various programme components and problems faced/constraints in implementation of aquifer water management component under JS-II. • To supervise preparation of GP level Water Security Plans through community participation. • To compile baseline data regarding RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To propagate use of innovative technologies in WATSAN sector. • To ensure that guidelines in the technical manual and departmental policies are followed in all stages of the projects.

	<ul style="list-style-type: none"> • To assess the detailed project reports submitted by the implementing agencies and to suggest modifications wherever required. • To monitor completion and handing over of the schemes and to obtain physical completion reports. • To formulate MIS for WATSAN Sector in coordination with the MIS Specialist. • To ensure incorporation of modules related with RWSS in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas n the training and capacity building programs and to coordinate with for training of stakeholders at all levels on for RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To coordinate with DWSM cells and BRCs for training of GPs/VWSCs on aquifer water management. • To coordinate with the help of DWSM Cells for organising IEC activities on aquifer water management. • To prepare terms of reference for and to coordinate with consultancy firms for conducting technical audits. • To co-ordinate and liaise with team members for the smooth functioning of the programme activities. • To participate in monitoring and evaluation studies and undertake field visits as and when necessary. • To assess the performance of the technical team • To maintain all technical records of the project • To monitor, supervise and implement day to day proper working of technical team. • To comply with VIP references, complaints related to technical aspects. • To ensure mapping of RWSS systems using GPS/GIS • To coordinate with the RSPMU to design and implement appropriate Capacity Building of stakeholders in order to improve understanding of the mechanisms proposed and the needs for RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To coordinate for developing M&E system for all technical components of various WATSAN sector programmes. • To be responsible for timely accomplishment of DLIs and submitting accomplishment reports to the Project Manager. • To coordinate with Independent Verification Agency. • To carry out all other responsibilities entrusted by the Project Director (RSPMU) and Project Manager (RSPMU) • To ensure long term sustainability of the drinking water sources developed in villages.
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		<ul style="list-style-type: none"> • To participate in monitoring and evaluation studies and undertake field visits as and when necessary • To be responsible for monitoring of major and other physical investment under JS-II programme.
3	Hydro Geologist	<ul style="list-style-type: none"> • To prepare implementation plan for hydro-geophysical surveys for the selected aquifers / watersheds. • To provide necessary assistance and guidance to the district level aquifer water management staff and SOs in carrying out various activities proposed under aquifer water management component and to develop guidelines for the same. • To monitor the performance of Support Organisations. • To supervise the procurement of various services, equipments and their installation in case of components relating to GSDA. • To ensure that capacity building programmes for the stakeholders related to aquifer water management are developed and implemented effectively and on time. • To assist in developing community based strategies and participatory monitoring of water availability and use. • To suggest measures to control over-abstraction of groundwater in the aquifers/watersheds selected under the programme. • To ensure long term sustainability of the drinking water sources developed in villages. • To participate in monitoring and evaluation studies and undertake field visits as and when necessary. • To ensure formation of Aquifer Water Management Sabhas (AWMSs), Aquifer Water Management Committees (AWMCs) and to ensure close monitoring of their functioning. • To monitor record and report physical and financial progress, achievements and problems faced/constraints in implementation of aquifer water management component under JS-II. • To advise the GPs, VWSCs, AWMCs and implementing agencies on activities related to aquifer water management and to monitor their performance. • To support the PMU in formulating policies for aquifer water management as well as rainwater and surface & ground water management. • To supervise preparation of GP level Water Security Plans through community participation. • To prepare geological, geo-morphological, geo- technical baseline data. • To institutionalize use of remote sensing technology in RWSS sector and to ensure preparation of GIS/GPS maps for all aquifers and drinking water sources. • To propagate use of innovative techniques for groundwater recharge.

	<ul style="list-style-type: none"> • To formulate MIS for aquifer water management, improvements in water quality affected habitations, WQM&S, strengthening of GSDA laboratories, ground level monitoring network, real time ground water level monitoring and strengthening of hydro meteorological stations in coordination with the MIS Specialist. • To coordinate with all programme implementing agencies to mainstream aquifer water management in the Jalswarajya II Programme. • To ensure incorporation of aquifer water management related modules in the training and capacity building programs and to coordinate with for training of stakeholders at all levels on aquifer water management. • To coordinate with DWSM cells and BRCs for training of GPs/VWSCs on aquifer water management. • To coordinate with the help of DWSM Cells for organising IEC activities on aquifer water management. • To prepare comprehensive guidelines in the form of a manual. • To co-ordinate with the World Bank in general and task counterparts in the WB Team. • To co-ordinate with the WSSD, GoM and all implementing agencies/line departments for various groundwater recharge issues. • To prepare terms of reference for and to coordinate with consultancy firms for conducting groundwater audits. • To organise visits/inspections in the programme areas with prior permission of the competent authority. • To prepare and submit periodical progress reports and other necessary reports to the Programme Manager/the Programme Director. • To resolve disputes on aquifer water related issues in implementation. • To co-ordinate and liaise with team members for the smooth functioning of the programme activities. • To assess the performance of the staff related with aquifer water management work. • To monitor preparation of broad hydro-geological map for the selected watersheds/aquifers delineating and classifying aquifers and aquifer boundaries - by using geophysical survey, remote sensing/GIS techniques and scientific interpretation. • To plan for interpreting aquifer yields by using long duration pump test data or any suitable method. • To identify and map the natural groundwater recharge and discharge areas and determine the groundwater balance and the potential for future storage/recharge. • To design appropriate water conservation practices for estimating the recharge potential of each system.
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		<ul style="list-style-type: none"> • To coordinate with the CBS to design and implement appropriate Capacity Building of stakeholders in order to improve understanding of the mechanisms proposed and the need (basic principles of hydrogeological studies, understanding of aquifers, field techniques for data collection, aquifer management, preparation of water security plan and its implementation etc.) • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager. • To assess the performance of the staff related with aquifer water management work. • To coordinate for developing M&E system for all technical components of various WATSAN sector programmes
4	Dy. Engineer	<ul style="list-style-type: none"> • To be responsible for monitoring of major and other physical investment under JS-II programme. • To assist in coordinating with various implementing agencies, WSSD and the World Bank. • To undertake field visits for programme purposes. • To assist in preparing implementation plans for RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To assist for monitoring of major and other physical investment under JS-II programme. • To assist in preparing detailed implementation guidelines for technology selection and implementation of various programme components. • To assist in ensuring that capacity building programmes for the stakeholders related to RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas are developed and implemented effectively and on time. • To assist in developing community based strategies and participatory monitoring of various activities. • To compile and submit periodic physical and financial progress reports of various programme components and problems faced/constraints in implementation of aquifer water management component under JS-II. • To assist in compiling baseline data regarding RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To assist in propagating use of innovative technologies in WATSAN sector. • To coordinate for incorporation of modules related with RWSS in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas in the training and capacity building programs and to coordinate with for training of stakeholders at all levels on aquifer water management.

		<ul style="list-style-type: none"> • To coordinate with DWSM cells and BRCs for training of GPs/VWSCs on RWSS in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To coordinate with the help of DWSM Cells for organising IEC activities on RWSS in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas • To co-ordinate and liaise with team members for the smooth functioning of the programme activities. • To participate in monitoring and evaluation studies and undertake field visits as and when necessary. • To coordinate for mapping of RWSS systems using GPS/GIS • To assist in coordinating for developing M&E system for all technical components of various WATSAN sector programmes. • To assist in submitting DLIs accomplishment reports. • To develop user friendly technical guidelines and design criteria for water supply, drainage and other sanitation schemes. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager/Executive Engineer.
5	Senior Accounts Officer	<ul style="list-style-type: none"> • To be responsible for overall supervision and maintenance of book of accounts, bills and other finance/ accounts related records at PMU level • To prepare monthly/ quarterly Financial Progress Reports, and Project Management Reports at PMU level • To consolidate Annual Work Plans and to prepare budget for programme. • To compile and prepare annual and quarterly fund requirements for various implementing agencies of Jalswarajya II. • To ensure timely releases of funds to the implementing agencies as per Annual Work Plans & budget allocation. • To ensure timely submission of accounts and utilization certificates pertaining to expenditure in PMU. • To coordinate for periodic audit of project accounts and compliance of audit observations. • To coordinate for timely submission of DLI accomplishment verification report and submision of disbursement claims to World Bank through CAAA after receipt of approved IVA report. • To conduct periodical review meetings for issues related to programme accounts. • Monthly reconciliation of bank statements and submitting reports. • To coordinate with various implementing agencies, the World Bank and Government of India. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager/Finance Controller.

		<ul style="list-style-type: none"> • To impart training to the field staff, VWSCs, Contractors about procurement procedures, maintenance of vouchers, maintaining of accounts etc.
6	M & E Specialist	<ul style="list-style-type: none"> • To assess the M&E capacity of the implementing agencies to monitor the programme & investments, quality of supervision that exists & the one needed, roles of different implementing agencies/ stakeholders in monitoring & reporting, quality of information & quality of monitoring. • To assess the reporting arrangements existing at all levels (GP level to State level), Quality of reporting, mechanisms for the flow of information, stakeholders responsible for producing reports, what decision can be triggered using the reports. • To assess type of information system that is in place to capture and aggregate data and mechanisms to improve the same. • To suggest the mechanism for the knowledge management & information dissemination. • To assess the base line data required, quality of past evaluations if any, need of impact analysis and its areas. • To assess strengths and the weaknesses of local information / knowledge supply. • To ensure integration of DLI measurement protocols in the M&E system. • To design system for accurately monitoring and evaluating the programme in the light of programme results framework and achievement of DLIs • To develop and install proper monitoring and evaluation systems at different levels-village, block, district, and State- by developing appropriate indicators for assessing the process, progress, performance, equity and impact of RWSS programs • To develop a system to generate and collect information, to analyse the information generated at various levels and to generate progress reports for enabling timely decision making. • To coordinate to link the new M&E System with the existing system. • To develop a system for periodic internal and external evaluations of various components of the programme and to disseminate the results of the same to all the stake holders with corrective measures, wherever necessary. • To develop and implement user friendly, participatory social monitoring and evaluation system for involving village level stakeholders. • To liaise with the World Bank and the counterpart experts in the World Bank Team. • To design Programme Information Management Report.

		<ul style="list-style-type: none"> • To develop easy to use and simple M&E System, including System Manual, to be applicable across the RWSS sector covering all stakeholder groups and providing trouble-shooting mechanism. • To hold consultations with and co-ordinate with stakeholders at all levels and to support and guide them for better monitoring of activities. • To establish a system for documenting lessons learnt, best practices and disseminate these across the state. • To develop methodology, including sampling plan, source of information, instruments for data collection, field procedures, and quality control plan; • To review the Verification Protocol agreed between GoM and World Bank and make recommendations for improvement, where necessary • To generate and submit various reports as per requirement to the WSSD from time to time. • To conduct testing of the M & E system, incorporating changes and finally launching it. • To recommend software and hardware requirements for the M&E system. • To assess the opportunities for engaging research institutes, universities, CSOs in M&E system. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
7	Section Officer	<p>A. General Duties</p> <ul style="list-style-type: none"> • Distribution of work among the staff as per instructions from higher officers; • Training, helping and advising the staff ; • Management and coordination of the work; • Maintenance of order and discipline in the section; • Maintenance of a list of residential addresses and contact phone numbers of the Staff. <p>B. Responsibilities relating to Dak—</p> <ul style="list-style-type: none"> • To go through the receipts, mark them to relevant section and send to Project Manager for further orders. • To keep a watch on any hold-up in the movement of dak; and • To scrutinize the section diary once a week to ensure that it is being properly maintained; <p>C. Responsibilities relating to issue of draft —</p> <ul style="list-style-type: none"> • To see that all corrections have been made in the drafts before these are marked for issue; • To indicate whether a clean copy of the draft is necessary;

	<ul style="list-style-type: none">● To indicate the number of spare copies required;● To check whether all enclosures are attached;● To indicate priority marking.● To indicate mode of despatch;● To see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature. <p>D. Responsibility of efficient and expeditious disposal of work and checks on delays—</p> <ul style="list-style-type: none">● To keep note of important receipts with a view to watching the progress of action;● To ensure timely submission of arrears and other returns;● To undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked;● To ensure that cases are not held up at any stage;● To go through the list of periodical returns every week and take suitable action on items requiring attention during next week. <p>E. Independent disposal of cases —</p> <p>To be responsible for taking action independently on the following—</p> <ul style="list-style-type: none">● To issue acknowledgements, reminders and other routine communications;● To obtain or to supply factual/statistical information of a non-classified nature; <p>F. Duties in respect of recording and indexing—</p> <ul style="list-style-type: none">● To approve the recording of files and their classification;● To review the recorded files before weeding;● To order and supervise periodic weeding of unwanted spare copies;● To ensure proper maintenance of registers required to be maintained in the section;● To ensure proper maintenance of reference books, folders of office-orders etc. and keep them up-to-date;● To ensure neatness and tidiness in the Section;● To deal with important and complicated cases herself/ himself;● To ensure strict compliance with Departmental Security Instructions.
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		<ul style="list-style-type: none"> • To be responsible for office management and administration in the RSPMU for JS-II • To assist in maintaining registers for movable and immovable property, stationery etc and to periodically verify the same. • To assist in procurement of goods and services following prescribed procedures. • To conduct inspections as per requirement and to submit inspection reports to the Project Manager. • To be responsible for all establishment matters related to JS II. • To supervise the work of subordinate staff & carry out table inspection monthly. • To assist in all parliamentary/ legislative assembly related works. • To submit periodical reports regarding administrative matters • To assist in convening meetings of various committees under JS II and to maintain records pertaining to same. • To carry out all other responsibilities entrusted by the Project Director (RSPMU) and Project Manager (RSPMU) • To be responsible for issuing all GRs, circulars and correspondence pertaining to JS II. • To be responsible for implementing e-governance in the RSPMU. • To assist for safe custody of all records related to JS II
8	Assistant Accounts Officers	<ul style="list-style-type: none"> • All Treasury Bills Checking, Getting Bills passed and signed by the DDOs and Record Keeping as per Financial Hand Book, Expenditure Reporting, trial balances, reconciliation of bank statement with cash book, • Annual submission of accounts to AG. • All types of bill / payment checking and processing work for all activities covering under programme, Pay Bills Preparation, TA Bills, Medical Bills and other claims of staff and consultants, contingency expenses, AC bills, advances. • Preparation and verification of Establishment, Travelling Allowance and Contingent Bills. • Draw bills of Travelling Allowance and other advances etc • Make payment against the approved contracts of PMU after due verification and checking of bills for quantity, quality, rates and stock entry. • Timely reconciliation of accounts • Maintaining Accounts at PMU level • Verification of stock • Preparation of Master Plan, consolidation of Annual Work Plan and Budget for programme. • Compile and prepare annual and quarterly fund requirement for Jalswarajya 2 and give budget requirements to Under Secretary for further processing.

		<ul style="list-style-type: none"> • Timely release of fund to implementing/executive agencies as per Annual Work Plan & Budget. • Compile timely submission of Accounts and Utilization Certificate of PMU expenditure to finance controller. • Assisting in periodic audit of project accounts and compliance with audit observations and rectification of deficiencies observed • Compile monthly, quarterly and annual Financial Monitoring Reports and their scrutiny for authenticity and accuracy and contribute to MIS and Project Management Reports • Ensure Consolidation of periodical financial statements of accounts of all implementing agencies. • Submission of accounts to A.G and internal auditor within prescribed time line. • Ensuring that all financial regulations are adhered to at all accounting centers. • Ensuring maintenance of proper, adequate, accurate and reliable financial and accounting records, consolidation of monthly Sources and Uses of funds Statements of the programme as a whole • Any other works assigned
9	Assistant M & E Specialist	<ul style="list-style-type: none"> • To assist in assessing the M&E capacity of the implementing agencies to monitor the programme & investments, quality of supervision that exists & the one needed, roles of different implementing agencies/ stakeholders in monitoring & reporting, quality of information & quality of monitoring. • To assist in assessing the reporting arrangements existing at all levels (GP level to State level), Quality of reporting, mechanisms for the flow of information, stakeholders responsible for producing reports, what decision can be triggered using the reports. • To help in assessing the type of information system that is in place to capture and aggregate data and mechanisms to improve the same. • To collect the base line data required, quality of past evaluations if any, need of impact analysis and its areas. • To assess strengths and the weaknesses of local information / knowledge supply. • To assist in integrating DLI measurement protocols in the M&E system. • To assist in designing a system for accurately monitoring and evaluating the programme in the light of programme results framework and achievement of DLIs • To assist and coordinate in developing and installing proper monitoring and evaluation systems at different levels-village, block, district, and State- by developing appropriate indicators for assessing the process, progress, performance, equity and impact of RWSS programs

		<ul style="list-style-type: none"> • To assist in developing a system to generate and collect information, to analyse the information generated at various levels and to generate progress reports for enabling timely decision making. • To coordinate for linking the new M&E System with the existing system. • To develop a system for periodic internal and external evaluations of various components of the programme and to disseminate the results of the same to all the stake holders with corrective measures, wherever necessary. • To assist in developing and implementing user friendly, participatory social monitoring and evaluation system for involving village level stakeholders. • To generate Programme Information Management Report. • To assist in developing easy to use and simple M&E System, including System Manual, to be applicable across the RWSS sector covering all stakeholder groups and providing trouble-shooting mechanism. • To assist in establishing a system for documenting lessons learnt, best practices and to disseminate these across the state. • To develop methodology, including sampling plan, source of information, instruments for data collection, field procedures, and quality control plan; • To generate and submit various reports as per requirement to the WSSD from time to time. • To assist in conducting testing of the M & E system, incorporating changes and finally launching it. • To assist in identifying software and hardware requirements for the M&E system. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
10	Assistant Capacity Building Specialist	<ul style="list-style-type: none"> • To assist the CBS for undertaking needs assessment for capacity building and to identify critical capacity/ skills gaps among different stakeholders and develop Capacity Building Strategy for the programme as a whole considering specific local requirements. • To assist in implementation of the CB Strategy at the District Level and at the community level. • To assist in capacity building of relevant stakeholders on time and with the required effectiveness. • To assist in facilitating development of a strong network of master trainers, training institutions and other professionals for using them as additional resources for delivering capacity building activities during programme implementation. • To assist in maintaining database of trainers, training institutes, facilities and key skills available at various levels.

		<ul style="list-style-type: none"> • To assist in developing linkages with various programme partners. • To assist in organising appropriate training and skills development activities at various levels. • To assist in the evaluation of the Capacity Building activities implemented for various stakeholders. • To assist in internalising the vision of reforms. • To assist in developing training needs assessment systems and in carrying out periodic training needs assessment of all the stakeholders. • To assist in preparing training and capacity development plans and schedule. • To coordinate with training institutions and other training agencies/consultants for devising and implementing various training activities based on the identified needs. . • To evaluate the results, quality and internalisation of the CB activities and revise them as needed for effectiveness. • To assist in organising workshops, seminars, deliberations, meetings and other interaction programmes. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
11	Junior/ Sectional Engineer	<ul style="list-style-type: none"> • To be responsible for the technical/ engineering component of the programme • To be responsible for monitoring of major and other physical investment under JS-II programme. • To assist in coordinating with various implementing agencies, WSSD and the World Bank. • To undertake extensive field visits for programme purposes. • To assist in preparing implementation plans for RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To keep a vigilant control over expenditure on different technical components of the programme. • To assist for monitoring of major and other physical investment under JS-II programme. • To assist in preparing detailed implementation guidelines for technology selection and implementation of various programme components. • To assist in developing community based strategies and participatory monitoring of various activities. • To compile and submit periodic physical and financial progress reports of various programme components and problems faced/constraints in implementation of aquifer water management component under JS-II.

		<ul style="list-style-type: none"> • To assist in compiling baseline data regarding RWSS schemes in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas. • To assist in propagating use of innovative technologies in WATSAN sector. • To coordinate with the help of DWSM Cells for organising IEC activities on RWSS in peri urban areas and rain water harvesting tanks in water quality affected and water stressed areas • To co-ordinate and liaise with team members for the smooth functioning of the programme activities. • To participate in monitoring and evaluation studies and undertake field visits as and when necessary. • To coordinate for mapping of RWSS systems using GPS/GIS • To assist in coordinating for developing M&E system for all technical components of various WATSAN sector programmes. • To assist in submitting DLIs accomplishment reports. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
12	Procurement Specialist	<ul style="list-style-type: none"> • To prepare year wise procurement plans for the programme ensuring optimum competition, economy, efficiency, priority of items etc, to get it approved from the appropriate authority, implement it and monitor/update the same regularly. • To provide procurement support during programme implementation; • To assist in designing capacity building modules for all implementing agencies and to coordinate capacity building activities for procurement including support during procurement assessment and procurement system development. • To prepare operational guidelines on concepts, policies and procedures of procurement. • To prepare procurement implications of programme design, evaluate institutional capacity of implementing entities at state level, regional level, and district level and block level and develop suitable procurement plans. • To prepare guidelines for negotiating and resolving procurement issues with agencies particularly bidding and award issues; • To review the technical, commercial and legal aspects of procurement for inclusion in procurement manual. • To prepare a range of procurement-related documents/ formats, periodically compile procurement progress reports and any special reports; • To support development of a strong web- based procurement management system in coordination with the MIS, M&E and IT Consultants and to analyse management related information for improving efficiency and effectiveness of service delivery in the sector.

	<ul style="list-style-type: none"> ● To develop procurement manual for WATSAN sector. ● To organise/undertake visits for programme purposes with prior approval from the competent authority. ● To be fully conversant with all aspects of programme implementation activities and to be responsible for timely reporting about procurement activities/issues to the Programme Manager/the Programme Director. ● To ensure publication of the procurement plan on the PMU website. ● To ensure that procurement under the programme is conducted in accordance with the procedures and timetables as approved by the PMU. ● To support the PMU in procurement matters such as preparation of technical specifications, preparing all types of advertisements, bidding documents, letters of invitation, expression of interests, preparing RfP documents, draft contracts, evaluation reports etc., in the procurement of goods /works /equipments /consultancies /trainings /services etc. ● To maintain up-to-date and accurate procurement records for each component of the programme. ● To prepare and submit procurement progress reports periodically for the review of the Programme Manager/ the Programme Director. ● To handle procurement related grievances/complaints received by the PMU as per guidelines. ● To coordinate with concerned team members in the PMU in finalizing technical specifications of the goods to be procured. ● To prepare bid documents for various packages contained in the procurement plan as per agreed timelines. ● To draft advertisements for publishing in newspapers/ online as per laid down procedures and to coordinate for selling of bid documents to the interested bidders. ● To coordinate pre-bid conferences, if proposed for the package, prepare minutes of pre-bid conference and circulate the same to all the bidders who have purchased bid documents, under approval of the competent authority. ● To prepare and issue addendum/clarifications to the bid documents, if required, under approval of the competent authority. ● To arrange to send clarifications, if required, to all bidders and publish the same on PMU/ WSSD website before the deadline for submission of bids. ● To coordinate with concerned team members in the PMU for technical and commercial evaluation of the bids and submit it to the appropriate authority for approval. ● To monitor the contract management including timely supply of goods, release of payment, issuing contract amendments, inventory management etc.
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		<ul style="list-style-type: none"> • To coordinate with concerned team members in the PMU, if required, for finalizing the Terms of Reference (ToR) of the services to be procured. • To invite expressions of interest (EoI) for consultancy assignments through advertisements in newspapers and/or through e-procurement system and to coordinate for the evaluation of the EoI and finalisation of shortlist. • To co-ordinate for approval of the ToR, the shortlist of service providers and the RfP document from competent authority. • To issue RfP document to the shortlisted consultants, to arrange to reply queries, if any, from invited consultants before the deadline for submission of proposals. • To coordinate pre-proposal conference, prepare minutes of pre-proposal conference and circulate to the invited consultants, under approval of the competent authority. • To monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc. • To implement PAP for procurement. • To co-ordinate with the WSSD, all implementing agencies and the World Bank in general and with task counterpart in the WB Team. • To be responsible for any other related task/tasks assigned by the Programme Manager/the Programme Director. • To impart training to the field staff, VWSCs, Contractors about procurement procedures, maintenance of vouchers, maintaining of accounts etc.
13	Finance Specialist	<ul style="list-style-type: none"> • To support the PMU on all aspects of finance, internal controls and accountability and design financial management system for JS-II including but not limited to budgeting, accounting, funds flow, internal controls, financial reporting and audit for effective financial management. • To prepare Financial Management Manual for WATSAN sector. • To ensure readiness of programme implementing entities to implement the accounting and financial management system agreed for the programme. • To analyze financial management related information for improving efficiency and overall effectiveness of the system and to suggest proper measures. • To prepare financial reports as required by the DEA, the MDW&S and the World Bank and GoM • To design a system for implementing the agreed fiduciary actions mentioned in the PAP. • To closely monitor the achievements of PAP, programme results and DLIs for preparing DLIs achievement reports from time-to-time.

	<ul style="list-style-type: none"> • To ensure implementation and compliance of provisions related to financial management in the legal agreements between the WB and GoM as well as in the programme manual. • To analyze the financial data from various components and to give feed-back to the PMU and WSSD for policy review. • To conduct review meetings, workshops for issues related to financial management as and when required. • To assist all implementing entities and staff in financial assessment and the finance management system development process including preparation of various manuals, reports and other documents, etc. • To ensure common reporting formats as developed are used by all programme implementing agencies. • To coordinate with CBS for needs assessment and capacity building activities for stakeholders at all levels in financial management. • To prepare various reports on financial matters as and when required. • To study best financial management practices, document the same and disseminate the information through knowledge management system. • To undertake visits, with prior approval from competent authority, for programme purposes. • To develop simple accounting, treasury/ bank reconciliation system, stores and fixed assets management system, work plans and system for annual physical verification of inventory for the programme. • To prepare chart of Accounts for JS-II programme (detailing head of expenditure / Categorization of expenditure) and to ensure computerized accounting system installed in all implementing offices. • To monitor receipt and expenditure of programme funds and to ensure their proper accounting. • To monitor expenditure under various components of the programme. • To design detailed and component wise fund flow arrangement for each component under JS-II. • To assist in preparation of proposal for disbursement / claims submission on the basis of DLIs achievement. • To identify and develop monitoring indicators for financial management of JS-II & design reporting formats for the same as well as data sources and stakeholders responsible for data feeding. • To assist the M&E cell for designing web-based M&E system for financial management for JS-II as well as other WATSAN sector programs, by giving inputs on financial management system. • To ensure that the information in the MIS is up to date and correct. • To ensure implementation of double entry accounting system in MJP and taking proper measures for ensuring the same.
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		<ul style="list-style-type: none"> • To establish a strong web-based financial management system for reporting actual expenditure incurred at the level of GPs/VWSCs. • To liaise with World Bank, Government Institutions and organizations concerned with the programme implementation. • To be responsible for any other related task/tasks as assigned by the Programme Manager/Programme Director. • To impart training to the field staff, VWSCs, Contractors about procurement procedures, maintenance of vouchers, maintaining of accounts etc.
14	Environmental Management Specialist	<ul style="list-style-type: none"> • To act as the primary person responsible for ensuring the environmental management procedures are properly integrated into the Programme Operations. • To support the RSPMU and the sector institutions to manage all environmental issues pertaining to the programme. • To determine compliance of sub-projects undertaken in the programme to National, State and World Bank safeguards requirements. • To ensure periodical monitoring of environmental issues including monitoring of hotspot areas and schemes requiring EDDP. • To coordinate with all relevant institutions and PRIs to mainstream environmental management of into Jalswarajya II Programme. • To prepare comprehensive environmental guidelines as a when required. • To ensure that environment-related modules are incorporated in the training and capacity building programs designed for the programme at all the levels • Preparing status reports on the environmental and social aspects of various components of the programme in coordination with the Social Management Specialist including <ol style="list-style-type: none"> 5) (i) the deviations in implementing environmental measures, if any, 6) (ii) positive measures taken at the sub-project level, if any, (iii) reconciliation of the findings of the environmental audit reports, and 7) (iv) Suggestions for further improvement of environmental management practices at the sub-project level. • To coordinate with consultancy firms for conducting environmental audits. • To coordinate with CBS to ensure that environment-related modules are incorporated in the training and capacity building programs and to coordinate with national/state level training academies and/or training institutions. • To coordinate with the help of DWSM Cells for organising IEC activities on environmental management for Jalswarajya II Programme.

		<ul style="list-style-type: none"> • To ensure periodic and regular environmental monitoring of Jalswarajya II Programme (including monitoring of hotspot areas) in coordination with all WSSO/MJP/GSDA and ZPs. • To co-ordinate with the WSSD, GoM and all implementing agencies for various environmental issues. • To ensure that comprehensive information on environmental management procedures is available and updated as part of the MIS. • To ensure overall implementation of the environmental management procedures in the Jalswarajya II program. • To undertake field visits to selected sub-projects to assess, how environmental issues have been addressed and impart training whenever or directed. • To coordinate and prepare baseline data to assessing the environmental impact of Jalswarajya II and submission of report ones the project or sub project are over. • To prepare and submit periodical progress reports and other necessary reports to the Programme Manager/the Programme Director. • To co-ordinate and liaison with team members for the smooth functioning of the programme activities. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
15	Knowledge Management Specialist	<ul style="list-style-type: none"> • To develop web-based KM system as the key knowledge centre in information and knowledge management for the RWSS Sector. • To collect, manage, share and add value to information through strategic analysis and “packaging” and a centralized knowledge management system (e.g. GIS centre, research and analysis, optimal use of research centres etc) • To propose a comprehensive, feasible and cost-effective knowledge management strategy for the WSSD. • To develop information and knowledge management strategy, framework, action plan and implementation plan. • To integrate information, databases and knowledge management systems within the Jalswarajya - II Programme and other sector programmes. • To build capacity of all partner institutions and stakeholders in adopting and applying integrated information and knowledge management systems. • To ensure that knowledge generated in the sector is acquired, processed, packaged and disseminated in appropriate range of media including the WSSD’s Website. • To promote the sector through coordinated activities like updating and improving website, documentation, publications education, extension, and awareness about WATSAN sector programs.

		<ul style="list-style-type: none"> • To review past experiences and current approaches to knowledge and information management in WSSD (i.e. data collection and information management; data analysis and research; databases / registers; libraries; communication and reporting; forms and policies; website and IT network; opportunities and instruments for exchange of information and experiences / skills). • To co-ordinate with relevant institutions and development agencies to generate information on specific sector related issues including best practices and lessons learnt elsewhere and disseminate the same. • To capture institutional data for an improved institutional memory, organisational learning and increased efficiency of partners. • To ensure establishment of an effective information and knowledge networking system for the WATSAN sector. • To oversee publishing and ensure that all documents generated in the sector programmes from all sources are of superior quality in terms of language and layout and reflect the needs of the target audience. • To submit regular reports on activities and achievements to the PMU from time to time and in accordance with the pre-decided priorities. • To monitor and evaluate KM Activities including developing an interactive feedback system. • To coordinate and liaise with the M&E and IT/MIS Specialists on developing interface of M&E and MIS systems with the Knowledge Management Systems for increased sharing of information across these systems. • To provide integrated specialist planning support to stakeholders as required. • To co-ordinate and liaison with team members for the smooth functioning of the programme activities. • To be responsible for any other related task/tasks assigned by the Programme Director or the Programme Manager.
16	Social Management Specialist	<ul style="list-style-type: none"> • To develop strategies and approaches for districts to promote and monitor community participation in the project processes with a focus on women's involvement and social equity. • To report to the Program Manager at state level and work under her/his overall direction; • To prepare community operations manual and to monitor implementation of the same. • To assist in the review and approval of various screening reports related to social issues in accordance with agreed Social Management Rules and Procedures for the Program; • To coordinate with various implementing agencies and district offices for overseeing implementation and monitoring of social management actions and other social/community development activities;

	<ul style="list-style-type: none"> • To undertake field visits, with prior approval of the competent authority for monitoring the implementation of social management actions; • To document the social management process, in particular highlight the selected success/ failure stories and lessons learnt and scaling-up best practices. • To complete the social assessment part of the social environmental study in coordination with Environment Specialist whenever required. • To develop indicators for social development/management activities. • To co-ordinate with team members in the PMU and all implementing agencies and community for developing and promoting effective approaches, methodologies and strategy for community mobilization and meaningful participation. • To design the strategies and systems to monitor the quality of participatory processes, gender inclusion, outcomes and sustainability of the reforms. • To design strategies for community awareness and ensure adoption of transparent social processes with due gender and social equity balance. • To study various policies adopted by the GoM for community development and incorporate the same for smooth functioning of project processes at various levels. • To document the situation of both men and women with respect to the geographic, economic development, and demographic features of the programme area and to do gender analysis of WATSAN sector policies. • To prepare summary of the gender-disaggregated statistics for various indicators of the programme from the water, sanitation, health, employment and human development perspectives. • To document women's and men's roles in the planning, implementation, monitoring and O&M of water supply and sanitation projects, covering institutional development. • To prepare inventory of existing community and NGO groups in the programme area. • To ensure that programme goals, objectives, processes, activities and all documents are gender sensitive. • To develop gender strategy for the programme or refine the existing strategy, to develop indicators to assess and monitor gender impact. • To co-ordinate with the WSSD, all implementing agencies, other government departments, the WB and counterparts in WB. • To undertake inspection /review visits for programme purposes with prior approval of the competent authority.
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	<ul style="list-style-type: none"> • To be responsible for regular/timely submission of progress reports to the Program Manager and the Program Director. • To ensure compliance with respect to social management rules and procedures particularly in the preparation and implementation of Village Action Plans; • To manage social issues and coordinate preparation of relevant village action plans to implement them with community participation. • To facilitate community and CBOs participation in planning and implementation of social management activities and introduce participatory planning, implementation and O&M. • To undertake comprehensive base line survey for social development activities under each component of the programme. • To assess adequacy of staff and budget provisions for women's as well as men's involvement, including plans for hiring women staff wherever necessary. • To analyze men's and women's participation in the projects and their access to and control over resources including assessing types of involvement in decision making, financial participation of the community. • To oversee and coordinate the implementation of social development, NGO coordination, community management of water and sanitation infrastructure and other social development activities in the implementation of water and sanitation projects. • To prepare periodical progress reports on social management actions and submit to the PM for review the actions; • To maintain and upgrade, with the help of M&E Specialist, computerized database related to the social management actions and generation of periodical progress reports • To review the outputs of Support Organisations and district level consultants, pertaining to social issues in the Program activities; • To ensure effective use of web-based monitoring system at all levels for social management activities to achieve the programme objectives. • To develop inclusion plan for target areas – SC, ST Minority coverage, Gender issues, Tribals etc. • To coordinate with CBS for need assessment and design appropriate capacity building plan for stakeholders at all levels, implementing institutions and SOs. • To develop a strategy for capacity building of the community. • To co-ordinate and liaise with all team members in the PMU, all implementing agencies and the World Bank in general and task counterpart in the WB Team. • To be responsible for any other related task/tasks as assigned by the Programme Manager/ the Programme Director.
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17	MIS Specialist	<ul style="list-style-type: none"> • To develop and implement a computerised management information system by analysing the information needs for the WATSAN sector in general and the Jalswarajya-II programme in particular. • To develop, commission and manage core MIS system in order to meet the Data and Information requirements of a diverse range of stakeholders and partner organisations at various levels. • To ensure that the Data Collection and Analysis mechanisms are developed at the various levels to get the required data for the MIS on time and with the required accuracy and reliability. • To coordinate with the M&E Specialist, M&E Consultant and IT Consultant in the PMU for designing and developing web-based MIS system for the sector. • To liaise with relevant internal and external stakeholders including funding agencies and the Data Authority to facilitate the smooth operation of the Information Systems and to be responsible for producing timely and accurate internal and external reports to inform decision making and fulfil the statutory and audit requirements. • To develop MIS Reporting Formats with the help of stakeholders at the State, District and Community level • To provide support and advice to the PMU and district staff on WATSAN sector data and information management whenever required. • To prepare periodical progress reports on MIS and submit to the PM for review. • To ensure preparation of/procurement of appropriate softwares for supporting the MIS designed for the sector and install/ upgrade the database server and application tools. • To assess effectiveness of data collection and communication for the system and to undertake appropriate measures to improve effectiveness. • To assess the performance of the MIS Staff at various levels. • To update the PMU and the system on new/emerging Information and Communication technologies and recommend appropriate system upgradation at all levels. • To prepare FAQs and to promptly respond to the queries raised by the stakeholders through the web-based system. • To co-ordinate with CBS for designing and undertaking capacity building activities for MIS staff at various levels. • To ensure effectiveness of the database tools and services and troubleshooting in database management. • To ensure that all the data complies with legal regulations and complies with database vendor license agreement. • To make sure the information is protected and backed-up at secured place and system and to create external data center or archive.
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		<ul style="list-style-type: none"> • To monitor data collection and data entry procedures, data analysis, database performance, building new databases, optimise performance of database, improving the technology used and database design. • To carry out regular checks and development and maintain accurate, easily accessible and high quality data and information to relevant stakeholders at all times. • To allocate system storage, plan future storage requirements and to control and monitor user access to the database system. • To modify the database structure as per needs of application development. • To generate various reports by querying from database as per needs. • To design and implement processes and systems that ensure data management reports are produced, shared and returned for both internal and external stakeholders. • To further develop the MIS system and its reporting capability as a tool for the sector to ensure that data is accurate and triangulated across the MIS. • To keep abreast of developments in funding methodologies, data protection legislation, recording and reporting systems to ensure statutory, regulatory, and key audit and operational issues related to the MIS are adhered to and communicated effectively. • To be a proactive and effective team member working flexibly and efficiently towards the achievements of Data and Information Services targets leading to the overall programme objectives. • To liaise effectively with counterpart Consultants from the WB and with the WSSD. • To undertake any other responsibilities/duties as entrusted by the Programme Manager or the Programme Director.
18	IT Specialist	<ul style="list-style-type: none"> • To support the development of a web-based management information system by analysing the information needs for WATSAN sector. • To implement e-office and other e-governance programmes of the State Government. • To establish and maintain proper coordination with the M&E Consultant/ Specialist, MIS Specialist. • To ensure development of timely, accurate and reliable data collection and analysis mechanisms/formats for use by various stakeholders at the GP/ block/ district/regional and state levels and to provide software support to it. • To provide support and advice on MIS and IT to all stakeholders using the M&E system and to resolve online queries. • To assess requirement and to ensure installation of appropriate/compatible computer systems for the M&E system at all levels.

	<ul style="list-style-type: none"> • To assess effectiveness of and to suggest appropriate measures of communication between various stakeholder groups. • To assess the performance of the IT staff at various levels. • To identify and design/procure softwares for in-house requirements as and when needed. • To support the PMU to prepare IT implementation plan for the M&E system for WATSAN sector and for different components of JS-II. • To prepare periodical progress reports on IT related actions and submit to the PM for review. • To coordinate with the JS-II team and all sector institutions for developing IT system for supporting the web-based M&E system. • To develop ToR for establishing an IT team (if required in future) in the PMU to support the implementation of the IT related parts of the M&E system. • To coordinate the activities of the working groups formed (for strategy development, for defining user requests and business processes and for establishing IT systems) by the PMU for establishing and implementing an M&E system and to work in cooperation with such groups. • To support the WSSD and the PMU, to elaborate the terms of reference and the technical specifications for all IT related activities; • To manage all IT related contracts of the PMU and advise the PMU on the contract management (i.e. monitoring the contracting process, timely execution of the contract obligations, payment and finalization of the contract); • To elaborate Quality Assurance and Risk Management for the software development and implementation pertaining to the M&E system to ensure the quality of the deliverables and will ensure that each function in the system is protected with existing permission structure for users (i.e. users have roles and roles have permissions). • To periodically carry out the system audit and quality audit in order to determine effective usage and quality of procedures followed. • To determine and make available to the M&E consultants and M&E team in the PMU all information necessary to perform their tasks; • To co-ordinate with the I.T. department of Mantralaya for following of guidelines issued by them. • To monitor working of I.T. firm on M & E framework and ensure that all I.T. Government guidelines are followed and the M & E system remains sustainable. • To participate in the review meetings and prepare conclusions relevant to IT system development and implementation; • To coordinate with CBS for preparation and implementation of the IT/M&E capacity building plan. • To implement decisions taken by the PMU or its committees, related to the IT parts of the project;
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		<ul style="list-style-type: none"> • To make provisions for the delivery and installation of IT equipment, software and networks. • To provide professional assistance to the Procurement Specialist while communicating with persons, participating in the IT bidding procedures and in e-procurement; • To report to the Programme Manager on regular basis on the status of the IT related parts of the programme, introduce all significant issues, problems accrued, deadlines respected, propose solutions and make provisions on those issues, which need the attention of the PM; • To support the establishment of a central electronic archive for the PMU documentation and making provisions that the network and system always function at satisfactory level; • To update the PMU and the WSSD on new emerging technologies in Information and Communication and recommend appropriate measures for upgradation. • To impart training whenever needed/directed to all the staff. • To make report formats for the program monitoring. • To generate various reports from the M&E system developed and to submit to the Programme Manager. • To advise and support on issues related to post development of M&E system. • To be responsible for any other related responsibilities entrusted by Programme Manager/ Programme Director.
19	Assistant Accountant	<ul style="list-style-type: none"> • To assist the A.A.O. in compilation of periodic financial reports of all accounting centers. • To scrutinise the reports received from the implementing agencies • To maintain all records, files, voucher files, books of accounts and SO files. • To compile and consolidate monthly, quarterly and annual accounts for the programme. • To prepare and submit monthly, quarterly and annual returns to A.A.O.(Related to Accounts matters) • To maintain the all registers and records pertaining to accounts. • To undertake field visits as and when required and submit report. • To be responsible for any other related responsibilities entrusted by Programme Manager/ Programme Director/Finance Controller.
20	Assistant MIS Specialist	<ul style="list-style-type: none"> • To assist in developing and implementing a computerised management information system by analysing the information needs for the WATSAN sector in general and the Jalswarajya-II programme in particular. • To assist in developing, commissioning and managing core MIS in order to meet the Data and Information requirements of a diverse range of stakeholders and partner organisations at various levels.

	<ul style="list-style-type: none">• To assist in ensuring that the Data Collection and Analysis mechanisms are developed at various levels to get the required data for the MIS on time and with the required accuracy and reliability.• To coordinate with the M&E Specialist, M&E Consultant and IT Consultant in the PMU for designing and developing web-based MIS system for the sector.• To assist in developing MIS Reporting Formats with the help of stakeholders at the State, District and Community level• To assist in supporting district staff on WATSAN sector data and information management whenever required.• To assist in preparation of/procurement of appropriate software's for supporting the MIS system designed for the sector and install upgrade the database server and application tools.• To assist in assessing effectiveness of data collection and communication for the system and to undertake appropriate measures to improve effectiveness.• To assist in preparation of FAQs and to promptly respond to the queries raised by the stakeholders through the web-based system.• To ensure effectiveness of the database tools and services and troubleshooting in database management.• To assist in ensuring that all the data complies with legal regulations and complies with database vendor license agreement.• To assist in ensuring that information is protected and backed-up at secured place and system and to create external data center or archive.• To monitor data collection and data entry procedures, data analysis, database performance, building new databases, optimise performance of database, improving the technology used and database design.• To assist in carrying out regular checks and development and maintain accurate, easily accessible and high quality data and information to relevant stakeholders at all times.• To assist in allocating system storage, plan future storage requirements and to control and monitor user access to the database system.• To generate various reports by querying from database as per needs.• To assist in further developing the MIS and its reporting capability as a tool for the sector to ensure that data is accurate and triangulated across the MIS.• To be a proactive and effective team member working flexibly and efficiently towards the achievements of Data and Information Services targets leading to the overall programme objectives.• To undertake any other responsibilities/duties as entrusted by the Programme Manager or the Programme Director/I.T. Specialist.
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21	<p>Assistant IEC Specialist</p> <ul style="list-style-type: none"> • To co-ordinate development and implementation of a comprehensive communication strategy for the project. • To co-ordinate with the district level implementing agencies and consultants and develop appropriate communication materials required for the programme. • To develop dissemination material required from time to time considering local situations in the project and devise ways of its effective dissemination through various media across the project. • To organise periodic evaluations and impact assessments to assess the effectiveness of the IEC activities in the Programme. • To advise district level implementing agencies on IEC activities. • To ensure that adequate capacity is built within the Local Institutions, Supporting Organisations and other partners involved to deliver IEC activities effectively in the programme. • To periodically review the effectiveness of the IEC activities and make necessary changes in the strategy and materials. • To empanel regional kalapathaks (folk groups) with adequate capacity for dissemination of information about the project. • To establish resource centre at Jalswarajya – II Programme level which can then act as a guiding agency for development of communications materials. • To prepare periodical progress reports on IEC activities and submit to the PM for review. • To operationalise the IEC activities to ensure the smooth flow of information to the people who need it, in the form that they can understand and absorb and of such quality that the communities will be motivated enough to implement it. • To guide and facilitate the IEC and monitoring specialists at the district level to prepare and implement IEC strategy at district and village levels. • To facilitate and arrange for transmission of radio& TV spots and documentary films in the various TV and radio channels. • To develop and implement of IEC strategy for women's empowerment fund and Gram Panchayat and Zilla Parishad incentive fund. • To develop tribal specific IEC materials and dissemination of the same. • To monitor the progress of IEC activities in the district and see to it that the project cycle is running smoothly. • To organise sensitisation and review workshops among different stakeholders such as villagers, government officials, elected representatives, NGOs etc. to assess the need and demand of the IEC materials.
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		<ul style="list-style-type: none"> • To liaise with all programme implementing agencies, the World Bank and the counterpart expert in the World Bank Team. • To co-ordinate with the M&E and Knowledge Management Specialist for effective dissemination of IEC strategies across the project and the • To undertake any other responsibilities/duties as entrusted by the Programme Manager or the Programme Director. State.
22	Stenographer	<ul style="list-style-type: none"> • To be responsible for taking dictation in shorthand of correspondence, reports, and other matter, and operates typewriter to transcribe dictated material. • To transcribe and type it accurately; • To keep record of incoming / outgoing dak, files / register etc. to keep upto date filing, to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy; • To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available all the necessary papers for such engagements / meetings; • To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/ cases which require immediate attention; • To keep track of the progress of the cases / matters till these are finally disposed off; • To maintain the list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings; and • To maintain confidentiality and secrecy. • To perform such other duties as may be assigned to him / her by Project Manager.
23	Para Professional (Data Entry Operator)	<ul style="list-style-type: none"> • To maintain a proper order of the papers required to be dealt with and to take timely action on the papers/ cases which require immediate attention; • To keep track of the progress of the cases / matters till these are finally disposed off; • To maintain the list of officers / telephone nos, e-mails as per requirement of the works. • To maintain confidentiality and secrecy. • To perform such other duties as may be assigned to him / her from time to time; • To take dictations and to do general typing work. • To Maintain the general filing system and file all correspondence • To assist in organising meetings and conferences and to correspond for the same.

		<ul style="list-style-type: none"> ● To any other ancillary function and work that may be assigned by the officer ● To maintain registry of correspondence/ Dak and files.
24	Peon	<ul style="list-style-type: none"> ● To open the office, cabins of officers and windows etc. in the morning and switch on fans and lights and closing the same, when not required. ● To do dusting of office furniture, machines, files, table equipments, remove and replace covers of machines. ● To be responsible for opening dak, pasting, sorting of correspondence/papers, arranging paper and circulars in accordance with instructions of the Section Officer, to do the work of stitching agenda and minutes of meetings according to instructions. ● To do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels etc. ● To carry messages, papers, registers, files, circulars, bags, confidential papers etc., from one place to another inside office or outside as the case may be as per instructions. ● To carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another. ● To operate franking machine, xerox machine, spiral binding machine, cyclostyling and any other machines in the office whenever necessary. ● To carry out any other work of similar nature which the Officer incharge/Section Officer etc. may instruct. ● To serve drinking water, snacks and beverages to officers/ employees and to visitors, as and when required. ● To dispatch letters including letters by hand delivery, cheques/ cash / challans to the banks. ● To do any other work as may be assigned to him by the concerned officer from time to time. ● Peon shall also have to attend to the duties assigned to Hamals.

(शासन निर्णय क्र. जस्वप्र-०११४/प्र.क्र. ०५/पापु-११, दिनांक ०६/०२/२०१४ चे जोडपत्र)

परिशिष्ट -७

राजमुद्रा	_____

चायाचित्र	_____
नाव	_____
पदनाम	_____
रक्तगट	_____
धारकाची सही	आस्थापना अधिकारी

कंत्राटी तज्ज्ञ / कर्मचाऱ्याचे ओळखपत्र

- १) हे ओळखपत्र जपून ठेवावे.
- २) या ओळपत्राचा गैरवापर केल्यास शिस्तभंगाची कारवाई करण्यात येईल.
- ३) ओळखपत्र हरविल्यास ताबडतोब आस्थापना अधिकाऱ्यांना कळवावे.
- ४) कर्मचाऱ्याचा करार कालावधी संपुष्टात आल्यास अथवा सेवा सोडल्यास अथवा सेवा संपुष्टात आणल्यास हे ओळखपत्र संबंधित कार्यालयास परत करावे.
- ५) हे ओळखपत्र सापडल्यास कृपया संबंधित कार्यालयाकडे पाठवावे.